



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CAPITAL PROJECT COORDINATOR

Class No. 002347

■ CLASSIFICATION PURPOSE

To provide coordination, direction, planning, and administrative guidance to capital projects, remodels and major maintenance projects for the county and courts under administrative direction; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Capital Project Coordinator is a classified management class. Under the direction of a Deputy Director, incumbents are responsible for coordinating, guiding, and completing a major capital project or several small projects for county departments. This class is distinguished from other managerial classes by its involvement in all of management, including project analysis, facility master planning, financing, leasing, and architectural planning and project design and construction components. This class differs from the Project Manager class in that the latter has greater fiscal responsibilities and supervises larger projects of greater scope and variety.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Coordinates, directs and plans capital projects for county departments taking into consideration project goals, constraints, and the extent of the county's financial and legal obligations.
2. Prepares financial and development package contracts.
3. Approves input from county departments and may approve changes in project scope.
4. Researches and determines available financing.
5. Utilizes consultants to provide financial and legal guidance.
6. Coordinates multi-discipline team efforts and inter-agency cooperation.
7. Makes presentations to executives, public officials, business and community leaders on project developments, status and related issues.
8. Prepares and processes official correspondence including cost estimates, project budget, and operational correspondence.
9. Screens and may coordinate the selection processes for consulting services.
10. Prepares/coordinates research and feasibility studies.
11. Prepares complex multi-issue reports.
12. Analyzes financial, administrative, organization and legislative issues related to project proposals.
13. Prepares detailed work plans for assigned projects.
14. Prepares cost-benefit analysis to guide and prioritize project objectives and stages.
15. Analyzes, evaluates and recommends financing methods.
16. Recommends contract proposals, evaluation criteria and processes.
17. Inspects work in progress to verify compliance with design and contracts.

18. Performs a variety of studies, assignments and analysis related to capital asset project planning, feasibility and design.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

- Principles of cost accounting, cost-analysis and project management.
- Federal and state legislative processes as related to local government and funding practices of state and federal agencies providing revenue sources.
- Principles of supervision.
- County functions, organization and structure.
- Data collection and analysis methods.
- Principles of contract negotiation and administration related to capital asset management and construction.
- The General Management System in principle and in practice.

##### Skills and Abilities to:

- Plan, direct and coordinate major projects involving capital acquisition and construction that includes planning, financing, leasing, architectural planning and design project components.
- Plan, analyze, monitor and administer capital project budgets, finance instruments and agreements.
- Analyze complex problems and logically identify solutions.
- Interpret and apply policies and procedures governing various established administrative and management functions.
- Prepare correspondence and reports.
- Prepare and give public presentations on technical capital asset project components, activities, functions, and issues.
- Establish and maintain cooperative working relations with those contacted during the course of work.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a bachelor's degree from an accredited college or university in public administration, business administration, accounting, finance, economics, planning, engineering or a closely related field AND four (4) years of professional level experience performing special projects for executive management of a large public agency.

**Note:** Possession of a master's degree in the areas listed above is highly desirable.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

##### Certification/Registration

None Required.

##### Working Conditions

Office environment; exposure to computer screens.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: August 31, 1983**  
**Revised: September 4, 1996**  
**Reviewed: Spring 2003**  
**Revised: February 9, 2004**